

**CHECKLIST FOR SUBMITTING BID DOCUMENTS TO DEP  
STATE REVOLVING FUND PROGRAMS**

Project Sponsor: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Contract description: \_\_\_\_\_  
 Contractor selected: \_\_\_\_\_  
 Bid Open Date \_\_\_\_\_

**Submit the following documents to the State Revolving Fund Program:**

**Attachment**

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|---|-------|
| 1. Any addenda not previously accepted by DEP.  | _____ |
| 2. Certification that contractor is not debarred.   | _____ |
| 3. Copy of advertisement (including affidavit) in a statewide publication (with circulation over 50,000) or electronic plan room.   | _____ |
| 4. Signed bid tabulation for all of the bidders.  | _____ |
| 5. Contractor’s bid proposal.   | _____ |
| 6. Engineer’s letter (to Project Sponsor) recommending contract award.  | _____ |
| 7. Copy of bid bond or other security or payment and performance bond if contract has been awarded.   | _____ |
| 8. Certification from Appendix A, FDEP Supplementary Conditions.  | _____ |
| 9. The most recent Davis Bacon wage rates. A wage determination update issued less than 10 days before bid opening shall be in effect in the contracts. For the recent rates go to <a href="https://www.wdol.gov/dba.aspx">https://www.wdol.gov/dba.aspx</a>          | _____ |
| <b>If required by the loan, items 10 through 12 MUST be submitted before the contract can be approved.</b>  |       |
| 10. List of minority and women’s (M/WBE) subcontractors, stating name, address, whether minority or women’s business, and anticipated subcontractor amount. Include current certifications for each M/WBE subcontractor. Also, note if the prime contractor is M/WBE. | _____ |
| 11. Certification of affirmative steps for M/WBE participation, signed by the project’s Authorized Representative.  | _____ |

The borrower acknowledges this request for procurement process approval is **independent of any Department determination regarding funding eligibility, funding commitment, or funding amount**, which will be communicated separately and in accordance with Chapter 62-503, Florida Administrative Code (F.A.C.) and/or Chapter 62-552, F.A.C., as applicable. Further, the borrower acknowledges that proceeding with procurement prior to Department approval of the procurement process and a Department funding determination is at borrower’s own risk.

Signature of Authorized Representative

**The Following Items are Needed After Contract Award**

1. Copy of the Notice To Proceed (NTP).
2. Copy of the executed contract between the sponsor and contractor.
3. Certification of contractor's bonding and insurance or copies of payment and performance bond, if not previously submitted.

Certification forms are located at: <https://floridadep.gov/wra/srf/content/state-revolving-fund-resources-and-documents>  
If you have any questions about these items, please contact your DEP Project Manager or the State Revolving Fund Management Disbursements Coordinator. For a current list of contacts go to <https://floridadep.gov/wra/srf/content/srf-program-contacts>.